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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G



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4 June 1969

To: All Training Officers of the Agency

AFTER-HOURS LANGUAGE TRAINING PROGRAM

Beginning 8 September 1969, the Language School/OTR will offer a basic skills, after-hours, language training program in French, German, Russian and Spanish. Classes will meet Monday, Wednesday and Thursday afternoons from 1600 hours to 1800 hours at the Headquarters Building (or other places to be designated). These courses will be offered on a two-semester (18 weeks per semester) basis.

In this initial presentation of the program, only speaking courses will be offered. Class enrollment is limited to no fewer than three and no more than ten students.

The program is open to personnel from all Directorates. Participants will be chosen on the basis of the relevance of the language to their career plans. Candidates who cannot attend at least 80 percent of the scheduled class hours will not be accepted. All candidates for enrollment are required to take the Modern Language Aptitude Test, and acceptance into the program depends on achieving an acceptable aptitude score.

Students will participate with the understanding that this language training will be listed in the Agency Training Record and that their performance in the training will be evaluated and made a part of their permanent training record. Students will be expected to spend a reasonable amount of time in the language laboratory outside of class time. A student will be dropped from a course if:

- a. he misses three classes in a row or four classes in any four-week period;

(Over, please)

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for Release 2001/07/28 : CIA-RDP78-03090A000100110024-2

file. If separated from the file it must be subjected to individual systematic review.

GROUP 1
Excluded from automatic
downgrading and declassification

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- b. he misses more than six classes in any nine-week period;
- c. he misses more than 20 percent of the class periods during a semester.

In addition, a student must receive satisfactory achievement test scores in order to continue in a language course, and must receive a satisfactory score in his final achievement test to be eligible to register for the subsequent semester.

Anyone interested in participating in this program should submit a Form 73 (Request for Internal Training) through his Training Officer to OTR/ISS/AIR for processing. Modern Language Aptitude Testing (MLAT) should be arranged through the Component Training Officer. Direct any questions about this program to [REDACTED] OTR/LS, extension [REDACTED]

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